

Human Resources Committee Meeting

Douglas County, Nebraska

Tuesday, May 16, 2017

The meeting convened at 1:36 P.M. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the May 10, 2017, issue of *The Daily Record*. County Commissioners present at the meeting were P.J. Morgan, Mike Boyle, Clare Duda and Mary Ann Borgeson. Others present at the meeting included Patrick Bloomingdale, Joe Lorenz, Marcos San Martin and Diane Carlson, Administration; Karen Buche, Tim McNally and Matt Oberle, Human Resources; Dan Esch, Sheri Larsen and Constance Mierendorf, Douglas County Clerk/Comptroller's office. Mary Ann Borgeson chairs the Committee.

A video recording of the meeting is available on the Douglas County Website:

<http://commissioners.douglascounty-ne.gov/board-meetings/videos>

Civil Service Commission/HR Metric Report

- Karen Buche presented the 2016 Civil Service Commission/Human Resources Metrics (Attachment A). The Human Resources (HR) department processed 14,957 job applications in 2016 (1,246.4 per month). It processed 252 hires and 187 separations. In addition, the office administers and proctors written exams for Corrections and Communications/911, conducts training sessions, insures legal compliance, oversees FMLA processing and the Wellness Program.
- Commissioner Boyle asked about equal pay for women and minority hires. Commissioner Boyle said the County workforce should reflect the racial makeup of the County.
- Ms. Buche said every 2 years a report and analysis of minority and protected class hiring is conducted. The County does have some pockets where these groups are under-represented. Minority women in the Sheriff's office are under-represented, for example. An EEOP (Equal Employment Opportunity Plan) will be published in September.
- Joe Lorenz asked if the difference between the number of employees who left employment at 187 and new hires at 252 represented a gain in overall head count.
- Ms. Buche said no; the numbers reflect part-time hires within the Election Commission office that skew the results.
- Commissioner Borgeson said this represents an overview of what Human Resources does. Now that the baseline data exists, the Board can follow the trends.

Update on Affordable Care Act (ACA) Filing

- Ms. Buche said the County is required to file an ACA report electronically with the government. The IRS made several changes to the process and consequently changed the deadline for filing from January 31 to March 2. HR made the required changes in Oracle (Attachment B).
- When HR filed their forms, they were rejected 5 times. The department has spent a considerable amount of time trying to determine why their forms were rejected. Apparently, the system did not like the address of one of the employees because it was a UPS box or suite number and this caused the problem.
- The ACA filing was finally accepted with 40 errors. The HR department has 60 days to fix the errors, bringing the deadline to May 28.
- Ms. Buche has consulted with Baird Holm attorneys who are experts in ACA matters who say it is unlikely that the County will be penalized. The whole process is complicated and it has taken considerable resources to determine what happened to create the errors.
- Last year no employees went on to the Exchange and it is unlikely that anyone will go out this year.

Safety Committee Discussion

- Commissioner Borgeson said the County should have a Safety Committee to comply with state statute Sec. 48-443.
- Ms. Buche agreed and said the legislation requires all public and private employers who are subject to the Nebraska Workers' Compensation Act to have a safety committee (Attachment C).
- The committee should be established through collective bargaining units and it should comply with Nebraska Administrative Code Title 230.
- Discussion followed about who should be included on the committee and how it might be organized. Management and risk management should be a part of the committee.
- Patrick Bloomingdale said there used to be a Safety Committee, but it died years ago. There may be a Building Commission committee where issues of safety are addressed; there just isn't a formal Safety Committee.
- Commissioner Boyle asked if the Sheriff's office should be involved.
- Ms. Buche said the kinds of issues the Safety Committee addresses are primarily related to Workers' Compensation.
- Commissioner Borgeson said the Building Commission used to do audits of safety issues throughout the building.

Training Update

- Ms. Buche said HR is looking at ways to get training and information to new employees without requiring them to sit through hours of training (Attachment D)..
- New employees are encouraged to do sexual harassment and discrimination training through eLearning; however, sometimes employees do not complete the training.
- HR also provides leadership training for department heads and elected officials; however, there is a need for more training.
- Ms. Buche said labor attorneys have advised that all employees attend sexual harassment and discrimination training annually. This would demonstrate that the County is committed to diversity and non-discrimination.
- The County also needs to provide some training on FMLA (Family Medical Leave Act) and ADA (Americans with Disability Act).
- HR has limited resources to conduct training. Only one person is dedicated to training and this person is also responsible for formal investigations into complaints associated with discrimination.

Arrears Payroll Discussion

- Ms. Buche said a committee met to discuss moving 300 employees who are paid on the "current" payroll system to the "arrears" payroll. This current system requires 2 additional payrolls (Attachment E).
- A number of advantages are associated with the arrears payroll model including accurate reporting of leave and absence time, reduction of multiple payrolls, and reduction in the number of benefit plans being administered.
- The adjustment from current to arrears would mean employees would have to go without a paycheck, which would cause a hardship for employees.
- Several options were discussed to accommodate the transfer from current to arrears: allowing employees to use vacation time to substitute for the paycheck they would miss; permitting employees to go without a paycheck; or using a provision that would advance a paycheck to an individual and then deduct the amount from their last paycheck.
- The work for this conversion would rest with the County Clerk's office; however, discussions have not yet occurred. The conversion would require a great deal of planning.
- Sheri Larsen said anyone who was hired after 2002 was placed on the arrears payroll.
- Patrick Bloomingdale said in time, new hires would replace the people on the current system. The question is whether it is worth investing the time and resources to make the conversion from current to arrears.
- Ms. Buche said the current payroll could go on for several more years. The number of employees affected is fewer than 10% of the workforce

- Dan Esch agreed that everyone going on the same payroll is a good idea, but making the conversion would not be possible this year.
- Commissioner Borgeson said a committee could talk through the details and plan ahead to get it done. The committee should consider what the cost would be and how long the process would take.

The meeting adjourned at 2:31 P.M.